



**Northfield Master Plan Steering Committee with Roundtable
Minutes for November 13, 2013
Meeting held at Town Hall**

Meeting was **called to order** at 7:00 PM by Chair Rich Fitzgerald

Attending: Richard Fitzgerald, Brian Brault, Gwen Trelle, Steve Malsche and Dianne Cornwell

Absent: Kevin Leger, and Jack Spanbauer

Roundtable members attending: Kathy Wright, Sue Ross, Alex Stewart

Also attending: Consultant Martha Lyon

Approval of Minutes: After review and upon a motion made by Malsch and seconded by Brault, MPSC members voted favorably the approval of the 10/16/2013, minutes with edits. .

Citizen Concerns/Other: None

Business from Previous Meeting

A. Budget report:

Chair Fitzgerald reported that a new invoice had been received from Martha Lyon that he would submit for payment. He also reported he had been unable to connect with town accountant to get an up to date report on the status of our budget.

B. Agenda (Martha Lyon)

Implementation Plan

Martha Lyon reported to roundtable on the meetings she and member Cornwell attended with the FRTA and the FRCOG. Information gathered and some minor changes would be incorporated into the Master Plan document.

Project Timeline

Martha reported that a draft of the Master Plan will be available by 11/18. Members are asked to get comments back to consultants by 12/1/2013. Comments can be sent to consultant or to email address. Consultants anticipate final draft will be available by the end of December.

Format of Final Forum

Martha outlined process for final public forum which will be held at the elementary school Cafeteria on 11/20. Consultants will prepare a power point presentation, but asked that 2 member of Master Plan committee to speak and present. Members Brault and Fitzgerald agreed to the task. Consultants said they would have materials to Fitzgerald and Brault by one day prior to Forum. The Forum will have interactive goal stations with a series of large sheets for each goal, and a place for notes and comments. Member Trelle will coordinate refreshments and work with member Cornwell on door prizes. Tyler will tape forum for cable television

Members discussed at length next steps which might include the formation of a Master Plan Implementation Committee and what other boards will need to be involved to take the lead on certain tasks.

Members agreed to meet again on January 8th at 7 pm. Member Cornwell will contact member Spanbauer to post meeting.

Upon motion by Malsch seconded by Brault members voted to **adjourn** at 8:25PM.

Respectfully submitted, Dianne Cornwell

Minutes reviewed and approved by MSPC on 1/8/2014